

1 **THE REGULAR MEETING**
2 **OF THE**
3 **BOARD OF DIRECTORS**
4 **TRABUCO CANYON WATER DISTRICT**
5 **OCTOBER 19, 2011**

6 The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD)
7 was called to order by Vice President Ed Mandich at 7:01 p.m. at Trabuco Canyon Water
8 District's office located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Teresa
9 Teichman, Secretary to the Board of Directors, recorded and transcribed the minutes thereof.

10 **DIRECTORS PRESENT**

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12 Ed Mandich, Vice President
13 Matt Disston, Director
14 Glenn Acosta, Director
15 Jim Haselton, Director

16 **STAFF PRESENT**

17 Don Chadd, General Manager
18 Hector Ruiz, District Engineer
19 Teresa Teichman, Secretary to the Board of Directors
20 Michael Perea, Special Projects Manager
21 Karen Warner, Accounting Supervisor

22 **PUBLIC PRESENT**

23 There was one member of the public present.

24 **PLEDGE OF ALLEGIANCE**

25 Director Haselton led the Board and staff in the pledge of allegiance.

26 **VISITOR COMMENTS**

27 There were no visitor comments.

28 **ORAL COMMUNICATION**

There were no oral comments.

1 **DIRECTOR'S COMMENTS**

2 Director Disston stated to the Board and Staff he appreciated the arrangements made to
3 allow him to participate in the October 11, 2011 Special Board meeting via teleconference.

4 Director Disston then provided a recap of the October 2011 South Orange County Wastewater
5 Authority (SOCWA) meeting. Discussion occurred relating to upcoming costs to SOCWA
6 member agencies as it relates to legal fees and what TCWD's portion may be.

7 Vice President Mandich shared information from the dedication ceremony he attended on
8 October 14, 2011 at the Rancho Santa Margarita Water Districts (SMWD) Upper Chiquita
9 Reservoir. Vice President Mandich stated the ceremony was very well attended and the facility
10 is quite impressive.

11 **REPORT FROM THE GENERAL MANAGER**

12 Mr. Don Chadd, General Manager, stated TCWD did not participate in the Upper
13 Chiquita Reservoir project as TCWD does not utilize that reservoir but rather takes water, when
14 needed, from Irvine Lake.

15 **ITEMS TOO LATE TO BE AGENDIZED**

16 There were no items too late to be agendized.

17 **CONSENT CALENDAR**

18 Vice President Mandich announced that all matters under the Consent Calendar would be
19 approved by one motion unless a Board Member requests a separate action on a specific item.

20 **ACTION CALENDAR**

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22 Vice President Mandich stated that the General Manager and staff had reviewed all
23 matters under the Action Calendar prior to the Board's consideration.

24 **MOTION:** A motion was made by Director Acosta and seconded by Director Disston
25 to approve the Consent Calendar, Item Nos. 1A through 1D as presented.
26 The motion carried 4-0 with President Safranski absent.

27 **ADMINISTRATIVE MATTERS**

1 **ITEM NO. 1E** **DISCUSSION AND POSSIBLE ACTION REGARDING**
2 **COMMITTEE MEMBER APPOINTMENTS**

3 Mr. Chadd addressed this item stating Director Disston has advised it is becoming
4 increasingly difficult to meet SOCWA's meeting timelines and schedules, as required of him as a
5 SOCWA Director, due to the demands of both his personal and professional life.

6 Mr. Chadd stated he would like the Board to acknowledge and agendize this information
7 for the November 16, 2011 board meeting due to the fact that President Safranski is not in
8 attendance tonight. Mr. Chadd suggested the alternate SOCWA member, Director Glenn Acosta,
9 may want to consider attending the next SOCWA meeting until such time that a new SOCWA
10 representative is appointed by TCWD's President.

11 Director Matt Disston advised the Board he will most likely request President Safranski
12 also appoint another TCWD Director to fill his position for the Engineering/Operational
13 Committee.

14 **ENGINEERING MATTERS**

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16 **ITEM NO. 1F** **STATUS UPDATE AND POSSIBLE ACTION RELATING TO**
17 **STORM DAMAGE**

18 Mr. Hector Ruiz, District Engineer, advised he met with a representative from the
19 Department of Fish and Game (DFG) at the 8-inch Rose Creek Crossing site relating to permit
20 and/or mitigation requirements for the project. Mr. Ruiz stated the representative from DFG
21 advised there are no permits or mitigation required, only protection of existing juvenile oak trees.
22 Mr. Ruiz stated he anticipates receiving a response from the San Diego Regional Water Quality
23 Control Board and Army Corp of Engineers within another few weeks.

24 Mr. Ruiz stated while the DFG representative was here, Mr. Ruiz showed him the area of
25 the 16-inch Serrano Creek Crossing project and asked for an informal assessment on the possible
26 mitigation or permits required for a project in this area. Mr. Ruiz relayed that the representative
27 from DFG replied DFG would recommend a re-routing of the pipeline as the preferred method
28 and further stated a project in the current location would require significant mitigation. Mr. Ruiz

1 has forwarded the information from DFG to Cal-FEMA for their consideration in the District's
2 appeal. Mr. Ruiz anticipates a response from FEMA within the next 30 days.

3 The information was received and filed. No action necessary.

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5 **ITEM NO. 1G STATUS UPDATE AND POSSIBLE ACTION RELATING TO**
6 **BAKER WATER TREATMENT PLANT**

7 Mr. Ruiz advised there is no new Baker Water Treatment Plant (BWT) Committee
8 information as the committee meeting was postponed until next month.

9 Mr. Ruiz advised the design firm for the Baker Water Treatment Plant (BWT) is
10 currently working on completing the 100 percent design proposal which includes Variance 4
11 scope of work and is projected to be complete in February 2012. Mr. Ruiz anticipates obtaining
12 an updated project schedule at the time of the November BWT committee meeting. Mr. Ruiz
13 stated with an updated schedule, TCWD Board of Directors can then decide the best time to hold
14 a Special Board Workshop to make an informed decision whether to proceed with the project.

15 Mr. Chadd discussed potential financing options through the Irvine Ranch Water District
16 (IRWD). Mr. Chadd also discussed consideration of cost sharing of legal fees with the El Toro
17 Water District (ETWD) as it relates to financing arrangements with IRWD as IRWD retains the
18 same general legal counsel as TCWD and there could be a conflict of interest.

19 The information was received and filed. No action necessary.

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21 **ITEM NO. 1H DISCUSSION AND POSSIBLE ACTION RELATING TO**
22 **DISTRICT WIDE RESERVOIR STORAGE REQUIREMENTS**
23 **AND RESERVOIR SITE FEASIBILITY STUDY**

24 Mr. Chadd addressed this item stating this is a forward looking project relating to the
25 potential growth within the District in the next few years of approximately 15%. Mr. Chadd
26 referenced much of the development is anticipated to occur in the unincorporated area of the
27 County.

28 Discussion occurred relating to the site of a new reservoir with consideration of existing
reservoirs and water services. The Harris Grade tank was discussed. Mr. Chadd stated the

1 feasibility study could serve as the authority in order to move forward with developers as it
2 relates to Sub-Area Master Plan (SAMP) fees.

3 Director Mandich clarified the findings produced by the study would be findings relating
4 to location modeling data only, not geotechnical data. Mr. Chadd stated that is correct and
5 explained PSOMAS Engineering firm is most familiar with TCWD's hydrology.

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7 **MOTION:** A motion was made by Director Acosta and seconded by Vice President
8 Mandich to approve PSOMAS's proposal for the Storage Requirements
9 and Reservoir Site Feasibility Study, dated September 20, 2011 and to
10 Authorize the General Manager to contract with PSOMAS for a not to
11 exceed amount of \$24,500. The motion carried 4-0 with President
12 Safranski absent.

11 **FINANCIAL MATTERS**

12 **ITEM NO. 11 DISCUSSION AND POSSIBLE ACTION RELATING TO** 13 **ADJUSTMENT TO SEWER FLAT FEES**

14 Mr. Chadd advised this information will remain on the Board and Committee agendas
15 for the purpose of transparency to the public.

16 Mr. Chadd advised staff is currently performing a cost analysis by separating out charges
17 for sewage collection and disposal as it relates to the two separate treatment facilities and two
18 additional zones; the Canyon Community which has no sewer infrastructure or sewer service
19 fees and the Oaks at Trabuco which is currently served by a sewage services agreement.

20 Mr. Chadd advised TCWD's current sewer service fee, across the district, is \$19.80 per
21 month and has not increased in 20 years. Mr. Chadd stated monthly sewer service fees could go
22 up to \$34.00 per month, which is the amount the district is currently absorbing. Mr. Chadd
23 stated it would be his recommendation that the proposed sewer flat fee increase be implemented
24 as a multi-year adjustment.

25 Mr. Chadd stated Mrs. Karen Warner, Accounting Supervisor, has done an outstanding
26 job of separating out what TCWD collects in sewer service fees versus all related costs to
27 provide that service, as it relates to sewage that is processed at the Robinson Ranch Treatment
28 Facility. Mr. Chadd stated, as it relates to the costs to provide sewage service to the area which

1 sends its sewage to the SMWD Chiquita Treatment Plant, TCWD is dependent on SMWD's cost
2 as it is presented to TCWD in the form of an invoice.

3 Discussion occurred relating to TCWD's reclaimed water fee structure.

4 The Board received and filed the information. No action taken.

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6 **ITEM NO. 1J DISCUSSION AND POSSIBLE ACTION REGARDING THE FINES**
7 **IMPOSED BY THE SAN DIEGO REGIONAL WATER QUALITY**
8 **CONTROL BOARD ON THE SANTA MARGARITA WATER**
9 **DISTRICT RELATING TO THE 2010 SEWAGE SPILL**

10 Mr. Ruiz advised SMWD has invoiced TCWD for its capacity percentage share of costs
11 associated with the SMWD's March 2010 sewage spill at the Plano Force Main Station. Mr.
12 Ruiz advised he and Mrs. Warner are reviewing the repair invoices, as it relates to TCWD's
13 portion. Mr. Ruiz stated he anticipates TCWD's portion to be somewhere in the \$20,000 range,
14 not the originally anticipated range of \$60,000 to \$120,000.

15 Vice President Mandich asked if Mr. Ruiz or Mr. Chadd know if SMWD's Board of
16 Directors are aware that TCWD is being invoiced for a portion of the fine? Mr. Chadd and Mr.
17 Ruiz responded they do not have knowledge either way.

18 Discussion occurred relating to the agencies which participated with man-power and
19 equipment during the emergency, at the cost to each of their respective districts.

20 Mr. Chadd relayed he received information today from the State Water Quality Control
21 Board, which he forwarded to Mr. Ruiz, relating to back-up power for TCWD's lift stations. Mr.
22 Chadd stated all of TCWD's lift stations are equipped with a back-up generator with the
23 exception of Zadeh's lift station which has a mobile generator TCWD brings to the site, if
24 required.

25 **LEGISLATIVE MATTERS**

26 **ITEM NO. 1K DISCUSSION AND POSSIBLE ACTION RELATING TO LOCAL**
27 **GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL**
28 **ITEMS**

Mr. Chadd advised that MWDOC is hosting an Elected Officials Forum on November 3,

1 2011, if interested in attending, please advise Mrs. Teichman. Mr. Chadd stated this forum is the
2 result of the MWDOC/South County Agencies negotiation efforts to meet more often to discuss
3 issues. Directors Acosta and Disston advised they will attend.

4 The Board received and filed the information. No action taken.

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6 **END ACTION CALENDAR**

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9 **OTHER MATTERS**

10 Mr. Chadd discussed information relating to the tiered rate structures of other MWDOC
11 member agencies.

12 Mr. Chadd discussed meter obstruction and meter access information as it relates to the
13 ability of TCWD staff to routinely service meters and perform emergency repairs. Mrs.
14 Teichman provided photos of meter situations within the district demonstrating varying degrees
15 of obstruction and/or inaccessibility. Mr. Chadd advised the Board more information will be
16 presented through committee meetings and ultimately, a recommendation brought back to the
17 Board for policy decision on how the district may want to move forward in the enforcement of
18 obstruction of meter access.
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21 **ADDITIONAL DIRECTORS' COMMENTS**

22 Director Disston stated he has changed jobs and is now required to travel more
23 extensively. Director Disston stated he will keep his fellow board members apprised of his
24 situation and his availability to serve on the Board for 2012.

25 Director Disston requested to not receive certain e-mails. Mr. Chadd responded he has
26 not had time to address the issue.
27

28 **ADDITIONAL GENERAL MANAGER COMMENTS**

1 Mr. Chadd reviewed information in the Director's blue folders, which does not require
2 any action.

3 **ADJOURNMENT**

4 At 7:53 p.m. Vice President Mandich adjourned the October 19, 2011 Regular Board
5 Meeting.

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7 Respectfully Submitted,

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Teresa Teichman
Secretary to the Board of Directors
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